

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

1. **BACKGROUND**

- 1.1. The DLA Public Affairs Office produces videos for the Department of Defense and other Federal Agencies. DLA has a requirement to produce professional quality videos, requiring actors and off-camera narrators.
- 1.2. All DLA videos are produced as Non-Broadcast, government videos. DLA videos are shown to Department of Defense personnel, DLA customers, and visitors via social media platforms and through official briefings.

2. **SCOPE OF WORK**

- 2.1. Contract period of performance shall be one (1), 12 month period with four, 12 month option periods. The contract requires:
 - 2.1.1. Two (2) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
 - 2.1.2. Three (3) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
 - 2.1.3. Five (5) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
 - 2.1.4. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
 - 2.1.5. Four (4) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
 - 2.1.6. Two (2) Audition Planning Sessions (Auditions will take place at DLA)
- 2.2. Contractor shall provide online access to actor and narrator demo reels.
- 2.2. All actors must be within the Metropolitan Washington D.C. commuting region. No travel expenses will be paid. No per diem expenses will be paid.
- 2.3. All videos shall be filmed at DLA HQC or at a location within the Metropolitan Washington D.C. commuting region
- 2.4. Audition Venue shall be at DLA HQC, Ft. Belvoir.

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

3. CANCELLATIONS:

- 3.1. DLA will provide 48 hour notice if a video shoot is cancelled.
- 3.2. In the event that an actor or Voiceover artist cancels or “no-shows” the casting company must provide a replacement within two hours.

4. GOVERNMENT-FURNISHED MATERIALS:

- 4.1. Government will supply shoot locations and props.

5. WORKMANSHIP:

- 5.1. The work will be executed in a careful and professional manner and in compliance with all copyright laws and regulations.
- 5.2. If contractor fails to meet any of the requirements or has equipment problems it will be the contractor’s responsibility to take care of the problem with NO CHARGE to DLA.

6. INSPECTION AND ACCEPTANCE

- 6.1. Performance is determined acceptable by the Contracting Officer Representative (COR) when the following criteria are met:
 - 6.1.1. Actors provided meet casting criteria
 - 6.1.2. Suitable audition space provided
 - 6.1.3. Sufficient material provided to make casting decisions (headshots and resumes or acting reels.
 - 6.1.4. Voiceover narrators appropriate for the content matter
 - 6.1.5. Voiceover narrators delivering studio quality recorded files to DLA.
- 6.2. Performance is determined unacceptable by COR when any of the above listed criteria are not met.
- 6.3. CASTING VENDOR EXPERIENCE--Casting contractor shall be an official member of the Casting Society of America (CSA) and have five (5) or more years of proven experience in casting professional and corporate videos.

7. PERIOD OF PERFORMANCE

- 7.1. The period of performance for this contract will be one year from date of award.
- 7.2. Base Period of One Year and Four (4), 12-month periods:

Option 1:

- 7.2.1. Two (2) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.2.2. Three (3) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.

- 7.2.3. Five (5) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.2.4. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 7.2.5. Four (4) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.2.6. Two (2) Audition Planning Sessions (Auditions will take place at DLA)

7.3. Option 2

- 7.3.1. Two (2) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.3.2. Three (3) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.3.3. Five (5) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.3.4. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 7.2.5. Four (4) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.2.6. Two (2) Audition Planning Sessions (Auditions will take place at DLA)

7.4. Option 3

- 7.4.1. Two (2) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

- Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.4.2. Three (3) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.4.3. Five (5) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.4.4. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 2.1.5 Four (4) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 2.3.6 Two (2) Audition Planning Sessions (Auditions will take place at DLA)

7.5. Option 4

- 7.5.1. Two (2) On Camera Narrators—for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.5.2. Three (3) On Camera principals-- for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is 4 (Four) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 7.5.3. Five (5) Voiceover Narrators to record voiceovers for DLA video productions. Narrator to record voiceover in their own studio or at an audio production facility in the Washington, DC area. Audio production facility will be coordinated by DLA producer. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone; and attend session if it is held at a facility.
- 7.5.4. Five (5) one-hour Voiceover retake sessions. If narration record takes place at narrator's facility DLA producer will listen to the session over the telephone. If session is held at audio facility DLA producer will attend in person.
- 2.1.5 Four (4) Background actors in lieu of On Camera Principals--for a full-day shoot or a half day shoot. Full day shoot is Eight (8) hours with lunch break). Half day shoot is Four (4) hours or less. Talent will provide business clothes or casual clothes as required by video shoot.
- 2.1.6 Two (2) Audition Planning Sessions (Auditions will take place at DLA)

End of Statement of Work

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

Contract Line Items:

Base Year (12 month period from date of award)

The contractor shall provide services in accordance with Paragraph 7.2.1 of the Statement of Work (SOW).

CLIN	Quantity	Quantity	Unit	Price each	Total
0001	On Camera Narrators	2	8 hour day	_____	_____
0002	On Camera Principals	3	8 hour day	_____	_____
0003	Voice Over Narrator	5	1 hour sessions	_____	_____
0004	Voice-Over Retake	5	30 minutes	_____	_____
0005	Background Actors	4	1 day	_____	_____
0006	Audition Planning Sessions	2	8 Hours	_____	_____
TOTAL				_____	_____

OPTION YEAR 1 (12 month period from date of option exercise)

The contractor shall provide services in accordance with Paragraph 7.2 of the SOW.

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

CLIN	Quantity	Quantity	Unit	Price each	Total
1001	On Camera Narrators	2	8 hour day	_____	_____
1002	On Camera Principals	3	8 hour day	_____	_____
1003	Voice Over Narrator	5	1 hour sessions	_____	_____
1004	Voice-Over Retake	5	30 minutes	_____	_____
1005	Background Actors	4	1 day	_____	_____
1006	Audition Planning Sessions	2	8 Hours	_____	_____
				TOTAL	_____

OPTION YEAR 2 (12 month period from date of option exercise)

The contractor shall provide services in accordance with Paragraph 7.3 of the SOW.

CLIN	Quantity	Quantity	Unit	Price each	Total
2001	On Camera Narrators	2	8 hour day	_____	_____
2002	On Camera Principals	3	8 hour day	_____	_____
2003	Voice Over Narrator	5	1 hour sessions	_____	_____
2004	Voice-Over Retake	5	30 minutes	_____	_____
2005	Background Actors	4	1 day	_____	_____
2006	Audition Planning Sessions	2	8 Hours	_____	_____
				TOTAL	_____

DLA Public Affairs (Video Team) Actors and Voice Over Talent for Multiple DLA Video Productions Statement of Work

OPTION YEAR 3 (12 month period from date of option exercise)

The contractor shall provide services in accordance with Paragraph 7.4 of the SOW.

CLIN	Quantity	Quantity	Unit	Price each	Total
3001	On Camera Narrators	2	8 hour day	_____	_____
3002	On Camera Principals	3	8 hour day	_____	_____
3003	Voice Over Narrator	5	1 hour sessions	_____	_____
3004	Voice-Over Retake	5	30 minutes	_____	_____
3005	Background Actors	4	1 day	_____	_____
3006	Audition Planning Sessions	2	8 Hours	_____	_____
TOTAL					_____

OPTION YEAR 4 (12 month period from date of option exercise)

The contractor shall provide services in accordance with Paragraph 7.5 of the SOW.

CLIN	Quantity	Quantity	Unit	Price each	Total
4001	On Camera Narrators	2	8 hour day	_____	_____
4002	On Camera Principals	3	8 hour day	_____	_____
4003	Voice Over Narrator	5	1 hour sessions	_____	_____
4004	Voice-Over Retake	5	30 minutes	_____	_____
4005	Background Actors	4	1 day	_____	_____
4006	Audition Planning Sessions	2	8 Hours	_____	_____
TOTAL					_____